



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Department of Education Local Systems Support Division School Plant Section 101 Education Annex, Atlanta, Georgia	Application Number <b>77-486</b>	
Application Number <b>24</b>			Date Received <b>DEC 15 1977</b>	Date Completed <b>DEC 22 1977</b>
2. Person to Contact <b>Tom Scott</b>		Working Title <b>Administrator</b>	Telephone Number <b>656-2454</b>	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest <b>1952</b> Latest _____ To Date _____		5. Records Series Title (followed by title used in office, if different) <b>SCHOOL BOND APPLICATION AND ACCEPTANCE FILES</b>		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The School Plant Unit works with local school systems to produce and maintain adequate, safe and attractive public school physical facilities. The unit's staff of architects and engineers approves plans for additions and new buildings, inspects existing buildings to assure that structures are safe and that space and equipment are efficiently used, and conducts special workshops and training programs throughout the state for local maintenance and custodial personnel.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: applying for and receiving a commitment for the financing of the construction of school buildings by local school systems to the Georgia Education Authority (Schools). Included are: legal documents related to project applications, certification, approval and agreement.  File is arranged: alphabetically by local school system in two parts: project applications and cash acceptances.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <b>50</b> ; Seven to twelve months old <b>50</b> ; Thirteen to twenty-four months old <b>25</b> ; twenty-five months and older <b>25</b> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers <b>2</b> ; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? <u>Georgia Education Authority (Schools), Trinity-Wash. Bldg.</u> If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? <u>probably, but can be obtained from official copies.</u>
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Georgia Education Authority (Schools), each local education authority.</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>2</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>5</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These records are needed 5 years in the School Plant office to carry out mission functions relating to local school system plant financing and construction.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area 5 month(s) 5 year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>12/13/77</u>	<i>Walker L. Baumgardner</i>	<u>12-8-77</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	<u>12-20-77</u>
		Secretary of State/Designee <i>Canall Hart</i>	<u>12-26-77</u>
		Attorney General/Designee <i>[Signature]</i>	<u>12-21-77</u>